THURSDAY PRESUBMITTAL CONFERENCE CHECKLIST INSTRUCTIONS

Address of property to be reviewed:

Name of Project:

Scheduled For:

Contact Person: Phone Number:

The Thursday Community Design Review Committee (CDRC) reviews:

Land splits, tentative and/or final plats for minor subdivisions, compliance with Hillside Development Zone (HDZ), major subdivisions, development plans due to rezoning or annexation requirements, and Development Standard Modification Requests (DSMR).

Deadlines for Submittals: **Mondays, 4:00 p.m. (if a Holiday then Tuesday by 9:00 AM)**

Meetings held: **Thursdays, 1:30 p.m., Development Services Department Conference Room, 201 North Stone Avenue, Tucson, Arizona (520) 791-5550 extension 1117.**

Submittal Requirements: **10 copies of the plan (and 10 copies of any attachments) PLANS SHOULD BE FOLDED TO 8 1/2 " X 11" FORMAT**

NOTE: This review is based on the information provided on the submittal. Please include as much information as possible with this submittal. This will allow departments to be more effective in identifying City required improvements necessary for approval of your project. Changes to the plan after the presubmittal conference may create additional or revised project requirements. A more detailed review will occur when the plans are officially submitted to the CDRC.

The quality of the review at the Presubmittal Conference is based on the information submitted.

Presubmittal conferences are for major issues only (floodplain, zoning, overlay zones etc…) not specific details for plan approval. Specific details are provided at time of plan submittal.

If you need information for existing buildings as well as current and prior uses, this *may* be on file and available to you in the Records Section of the Development Services Department.

THURSDAY PRESUBMITTAL CONFERENCE CHECKLIST

1 _____ Identify proposal and why CDRC review is required. (land split, minor subdivision, major subdivision, compliance with HDZ, change to RCP, change of existing development plan, new development plan, condition of annexation or rezoning)

2 _____ Identify any existing case numbers associated with the property. (Rezoning C9-; subdivision C12-or S97-; development plans CD9-or D97-; board of adjustment or lot development options. Please provide supporting documentation, rezoning conditions, etcetera. **Call Planning, (520) 791-4541 for assistance)**

3 _____ Provide a copy of existing approved Site Plan, Development Plan or Tentative Plat for re-subdivisions.

4 _____ If new plan, place a north arrow on it with correct scale.

5 _____ Provide the address, parcel number, location of the property or a map to identify the subject lot. (A copy of the plan of a Plat Map from the Pima County Assessor's Office will help)

6 _____ Identify the last approved use for the property and the proposed use(s).

7 _____ Show existing/proposed property lines, lots, dimensions, and total square footage of each.

8 _____ If no plan is on file, new plan should show the existing building(s), proposed expansion(s) if applicable, gross floor area, and distance to <u>all</u> property lines for each structure.

9 _____ Identify the height of each new structure and/or expansion.

10 ____ If your project is a **bar, social organization, worship use, civic use, or restaurant,** please provide a fully dimensioned floor plan, identifying the use of each area or room.

11 ____ Identify the existing zoning on the property, and adjacent zoning in all directions. (**Call Planning, 791-4541 for this information)**

12 ____ Provide height of outside walls closest to property lines of all existing/proposed buildings.

13 ____ Show existing/proposed, **dimensioned:** parking spaces, driveways, site entrance/exit points.

14 ____ Show refuse collection provisions with adequate ingress/egress. **(Dev. Standard 6-01.)**

15 ____ Identify pavement, curb, and sidewalk locations for all property frontages in the public Right Of Way (ROW)

16 ____ Show existing/proposed landscaping, fences, walls, and current/future ROW.

17 ____ Indicate Federal Emergency Management Area (FEMA) or city Flood Hazard designated areas. **(Call Floodplain, 791-4914)**

18 ____ Show proposed location of new sewer lines and connections to main.